



TOP

OF THE

POPS!



MIX FACTORY
CD-ROM

B | B | C

Top Of The Pops Mix Factory

Minimum System Requirements

The *Mix Factory* CD-ROM requires the following minimum system to work correctly:

Pentium 133 with 16MB RAM

Eight-speed CD-ROM drive with at least 50MB of free hard disk space

High-Colour (16-bit) display

Sound Blaster 16 audio card (or 100% compatible)

Suitable loudspeakers or headphones

Mouse or pointing device

Windows® 95 or 98

Installation Instructions

If Autorun is enabled on your computer, simply insert the CD-ROM and the installation program will start. You should then follow the instructions from point b) below.

Ensure that your computer is running with no other applications open.

a) From your Windows desktop, choose **Start** and then **Run**. Type D:\SETUP.EXE in the box labelled **Open**, then click the **OK** button. (If your CD-ROM drive is not drive D, substitute the correct drive letter.)

b) You should then follow the instructions that appear on screen. If in doubt, choose the default options as you proceed through the installation.

Once you have completed the *Top Of The Pops Mix Factory* installation, you may be prompted to shut down and restart your computer. If you are, please do so.

Running

Once it's installed, you can run *Top Of The Pops Mix Factory* by selecting **Start, Programs, BBC TOTP Mix Factory** then **BBC TOTP Mix Factory** again. If you have Autorun enabled, simply remove, then reinsert your CD-ROM and select one of the options displayed.

System Configuration

Please ensure that you run *Top Of The Pops Mix Factory* with your display set to High-Colour (16-bit) and that you are using the latest drivers available from your hardware supplier. If you need to change any settings, refer to the documentation for Windows and for your particular system.

Uninstalling

Top Of The Pops Mix Factory can be uninstalled by selecting **Start, Programs, BBC TOTP Mix Factory**, then the **Uninstall** icon.

Troubleshooting

For solutions to problems you might encounter using the *Top Of The Pops Mix Factory* CD-ROM, please refer to the

Readme file. If your program has installed correctly, you can access the Readme file by clicking **Start** on your Windows desktop, then **Programs**, then **BBC TOTP Mix Factory**. If you experience problems installing the CD-ROM, you can access the Readme file by choosing **Start**, then **Run**, from your Windows desktop and typing D:\Readme.hlp. (If your CD-ROM drive is not drive D, substitute the correct drive letter.)

Technical Support

If you experience any problems after completing the installation procedure contained in this booklet, please check that your system and settings meet or exceed the minimum specification described above and refer to your Windows system documentation. Having checked your system, please attempt to install *Top Of The Pops Mix Factory* again.

To do this you should first click the *Top Of The Pops Mix Factory* **Uninstall** icon to remove the program. You should now install the software again and make a note of the prompts displayed during the installation process. If you still have a problem and require further assistance you may call the

BBC Multimedia UK Technical Support Line on **0181 308 6544** or e-mail us using: **mixfactory.cd@bbc.co.uk**.

When calling, please ensure you have a pen and paper at the ready and have made a note of any error messages displayed by your system. It will be extremely helpful if you have available any technical information about your PC configuration.

GET IN THE MIX ...

Using the Top Of The Pops CD-ROM

Look at the Readme file for a more detailed explanation of how to use the program.

Ever wanted to create your own hit music track? What about cool visuals to go with it? *Top Of The Pops Mix Factory* gives you the chance to do just that. What's more, you can put together the best of your promos for a virtual *Top Of The Pops* show introduced by Jamie Theakston.

Once installation is complete, remove then

reinsert the CD-ROM in your CD-ROM drive. You will then be presented with some options. Choose **Show Me**, if this is the first time you've used the disc and you want to get an audio visual overview of how to use the program. When you want to start the program, click on **BBC TOTP Mix Factory**. This will launch the title sequence for *Top Of The Pops Mix Factory*. You can interrupt at any time with a single mouse click. At the end of the sequence, you will be presented with the Main Menu. The other options include **Readme**, which gives more detailed help, and **Import** and **Export Folders**. Details of importing .wav audio samples and exporting tracks, promos and complete shows can be found in the Readme file.

Alternatively, select **Programs** from the Windows **Start** menu and **BBC TOTP Mix Factory**. Click on the **BBC TOTP Mix Factory** icon to start the program. This will launch the title sequence for *Top Of The Pops Mix Factory*. You can interrupt at any time with a single mouse click. At the end of the sequence, you will be presented with the Main Menu.

Main Menu



This is the Main Menu. From here you can access the main areas of the CD-ROM. Use your mouse to roll over each screen area for a taste of what's on offer.

Hit Mix

This is the music-making area.

TX

A click will take you straight to the *Top Of The Pops* Transmission. If you've produced some shows previously, you can choose which one to play.

Vision Mix

This is where you put together the videos to go with your music tracks.

Web Link

If you are hooked up to the Internet, one click will take you directly to the *Top Of The Pops* website.

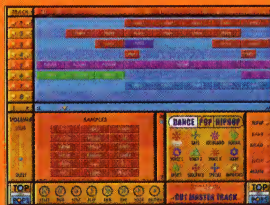
Quit

Click here to exit the program.

You must always return to the Main Menu in order to quit the program.

Hit Mix

Studios the world over, regardless of size or technical complexity, use the same basic process to mix music. Here's your chance to try it for yourself.



Hit Mix is a complete eight-track audio mixer with which you can create your own track from over a thousand different audio samples.

There are three different styles of music: Dance, Pop and Hip Hop. Hit Mix will automatically open on Dance, but you can choose Pop or Hip Hop by clicking on the buttons at the top of the sample category box. We've included a demo mix for each music type. You can edit these or start a mix of your own.

Click **New** to start your own mix. You can then clear the demo sequence on screen and start from scratch.

You can begin building your own mix using **drums, bass, vocals** etc. in any order. Choose the sound type you want from the sample category box. Double-click on a sample tag to hear the sample play. To use it, click and drag it to any of the eight tracks.



The numbers above the tracks indicate the bar numbers. You can create up to 100 bars of music from any of three different music types. However, your music video can be a maximum of only three minutes long. That

means for the Pop type, restrict the length of your mix to approximately 68 bars, and for Hip Hop 72 bars. This way the length of your track will never be longer than three minutes. Dance can be up to 100 bars long.



Full play controls are also available so you can **Play, Rewind, Forward**, jump to the **Start** or **End**, or even **Loop** your current mix. Click on the bar number at the top of the score panel to position playback from that point.

To copy samples, **right-click** your mouse on the desired sample, then drag it to the relevant point and release. To copy more than one, left- or right-click just outside the group of samples you want to copy, then drag your mouse over the desired samples to highlight them, and release. Finally right-click anywhere over the highlighted samples, drag them to the relevant point and release.

If you want to remove a sample at any time, click and drag it off the score panel. Again, you can delete multiple samples by highlighting them first.

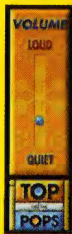


You can also choose which tracks are mono and which are stereo. Just click the left and right lights by the side of the numbered tracks on the far left of the screen to determine the setting for each.

To alter the volume, click and drag the rivet towards **loud** or **quiet**.

The words 'loud' and 'quiet' are also active i.e. you can click on them to increase or decrease the volume.

To move around the score panel, you can either use the scroll bar arrows or click and drag the rivet to a new position.



Click **Save** to save your working mix. You can come back to it later by clicking the **Load** button. If you want to delete a mix at any time, open the **Mix** file found inside the *Top Of The Pops Mix Factory* folder on your hard drive and delete in the usual way.

If you want to record your own vocal samples and you have a microphone

correctly fitted, click on **Record**. This will open the Recording Panel. You'll find an audio level control, plus an on-screen recording level indicator to make sure you don't go into the red. The lights and the audio beeps act as a metronome, giving you the beat so you can record in time. These recordings take up quite a lot of space on your computer - so keep them pretty short!

When you're happy with the recording you've made, select **Save**. Shut the Recording Panel by clicking **Close**. Your recordings will now automatically appear in the Imported music category. You can then use them in the same way as the other samples for part of your mix.

When you're happy with your mix, save it using the **Save** button and then click **Cut Master Track** so you can use it in Vision Mix. This will take a few moments and your track will play back automatically while it's mastering.

Make sure you always cut a master track if you want to use your mix to make a music video in Vision Mix.

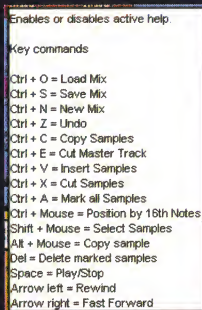
Again, these masters are stored in the file **Master Tracks** within the *Top Of The Pops Mix Factory* folder. Remember, if you delete a Master Track you've used as part of a promo, you may experience an error box when the program searches for the audio.

To return to the Main Menu, click **Main**. If you need to save, the dialogue box will automatically appear.

For more detail, click on **Help** to activate pop-up text and move your cursor around the screen. A list of short-cut keys appears when you roll over the **Help** button.

For a more detailed explanation of how to use the program look at the Readme file.

Short-Cut Keys Available



Vision Mix



This is where you can create a video to accompany your audio Master Track.

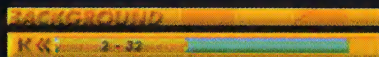
We've included a demo promo, which will automatically load. You can edit this or click **New** to start your own sequence. You can then clear the demo promo on screen and start from scratch.

Next, click on **Load Audio Track** to select your audio track. You can always use one of the demo mixes we've included, or load one you've cut yourself. You must have selected **Cut Master Track** in Hit Mix in order to have that audio track available in Vision Mix. You can hear the track while you're putting together your visuals by clicking **Play** under the volume control.

There are two channels in Vision Mix: the foreground and background.



The indicator underneath the channels shows you the duration of your audio track



(the thin blue line). The orange opaque 'lozenge' that appears over it shows you exactly where you are in your visual sequence. You can therefore build the length of your video to match the duration of your audio track.



Choose a visual category by clicking on any of the icons, e.g. **Abstract**, and then use the scroll control [<< >>] to flip through the contents. Clicking on the arrows under the 'thumbnail' images will move the contents of that category through one step

at a time. You can scroll quickly by holding down either of the arrows.

The name of the clips will be shown directly under the thumbnail. Each time you pause and move your mouse over a clip, the Preview Window will display either the animated or still version so you can check them out before you decide which to use.

To select a clip, click the 'thumbnail' image and drag it to the relevant channel. It will automatically 'snap' to the left. You can then start to build up your sequence by adding new clips to the channels as you go along. You'll notice that you won't be able to put Foreground clips in the Background channel and vice versa. Use the arrows under the channels to move to the next or last part of the sequence. You can also click the far-left or -right arrow to jump directly to the start or end of your sequence. The orange 'lozenge' indicator will always show you where you are in your visual sequence in relation to the length of the audio track.

If you want to create a 'gap', select any foreground category - e.g. **Abstract** - and click the left arrow once. This will display the 'blank' clip for you to use as a spacer. There is also a black background clip

available within the **Graphic** category. To use, select background **Graphic** and click the left arrow once.

If you want to insert a clip into the middle of a sequence, simply click the thumbnail and drag it to the relevant point. The other clips will automatically make way for it.

To delete any clip, click and drag it off the channel.

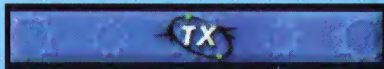
To copy a clip, right-click on the relevant clip. This will automatically place the copy to the left of the original. To place copies at other points of the sequence, right-click and hold on the desired clip, move your mouse to the relevant point and release.



When you've built up a sequence, you can see how it's looking by clicking **Play Back/Rough Cut**. If you want to check out only a certain part, scroll to the relevant part of the sequence before clicking **Play Back**.

Click **Save** to save your promo video. You can come back to it later by clicking the **Load** button. If you want to delete a

promo at any time, open the **Promos** file found inside the *Top Of The Pops Mix Factory* folder and delete in the usual way.



Clicking **TX** under the Preview Window will take you to the **TX/Play List** area. The **Save** dialogue box will appear if you need to save your promo.

To return to the Main Menu, click **Main**. If you need to save, the dialogue box will automatically appear.

For more detail, click on **Help** to activate pop-up text and move your cursor around the screen. A list of short-cut keys appears when you rollover the **Help** button.

Play Back/Rough Cut



This will give you an idea of how your promo is coming along.

If you are at the start of your sequence on the **Vision Mix** screen, the Rough Cut will play from that point. If you want to check out a certain part of your sequence, scroll to it on the **Vision Mix** screen before selecting **Play Back/Rough Cut**.



Once in **Play Back/Rough Cut**, full video controls are also available so you can **Play**, **Rewind**, **Forward**, and jump to the **Start** or **End** of your current promo. You will always need to click the **Play** button to start your promo playing again.

You can move forwards or backwards in chunks of 10 seconds by clicking the **Fwd** or **Rwd** buttons. To jump to the last section of your sequence, click the **End** button and then **Play**.

If you press **Stop**, the audio will stop playing and the current foreground animation will continue to loop until you click another control button. Click **Play** to continue with the playback of your

sequence from that point.



The counter-clock at the top of the screen displays the duration of your sequence in seconds.

Also located at the top of the screen are the currently playing foreground and background clips. This is to help you identify which ones you want to edit back in **Vision Mix**.



To return to **Vision Mix** at any time, click the **Vision Mix** logo. This will return you to the relevant part of the sequence and the last played clips will flash on the timeline.

TX/Play List



Ever wanted to put together your own *Top Of The Pops* show? Well here's your chance.

Play List lets you decide exactly which video promos get aired on your show and in which order.

When you first come to this screen, there will be a default Play List loaded. You can either edit this list, or start from scratch by clicking **New**.

Once you've created and saved your own promos in **Vision Mix**, they will automatically be available to load in to your Play List. Scroll through your list of saved promos using the arrows.



Click on the promo name in the list and drag it to any position on your Play List. You can also rearrange the order at any time, simply by clicking and dragging any of the promo titles to new positions.

To remove a promo from the list, click on the title and then click **Remove**.

To replace a promo with another, drag the new title to the spot on the list and it will automatically replace any existing title.

Remember to type in the artist and song names for each promo if you want the song title and artist to be credited. Click **Intro/Credits** either on or off, depending on whether you want them to appear or not when your show plays back.

When your line-up is complete, you can save your whole show by clicking **Save**. This will save the current list and you can come back to it later by clicking **Load**. If you want to delete a list at any time, open the **Play Lists** file found inside the

Top Of The Pops Mix Factory folder and delete in the usual way.

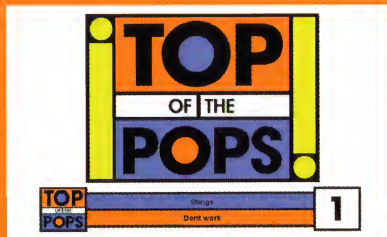
When you're happy with the Play List, enter your name as Director at the top of the screen, click **TX** and sit back and watch your own virtual transmission of *Top Of The Pops*. To return to the Play List at any time simply mouse click at any point.

To return to the Main Menu, click **Main**. If you need to save, the dialogue box will automatically appear.

Clicking the **Vision Mix** logo will return you to that screen. Again, if needed, the Save dialogue box will appear.

For more detail, click on **Help** to activate pop-up text and move your cursor around the screen.

TX



This is where you can watch the full-screen, full-on virtual *Top Of The Pops* show. If you've come directly from the Main Menu, a mouse click or keyboard stroke will automatically return you there.

Likewise, if you've arrived via the Play List route, interruption of playback will take you back to this screen.

You'll notice that credits appear at the start of each promo. If you've entered the Song and Artist name for each on the **Play List** screen, this is where you'll see them.

After the final promo has played, the programme credits will run. Make sure you remember to enter a Director name on the Play List screen to see it shown here.

For a more detailed explanation of how to use the program, look at the Readme file. For an audio-visual overview of the program, look at the Showme file.

WARNING

The music samples contained on this disc are licensed to you for home entertainment use and not for commercial release or re-publishing. You may produce a compact disc copy of your Hit Mix but should you wish to produce more than one hundred copies for distribution, or approach a publisher or record company with regard to releasing your Hit Mix you must first agree licensing terms with BBC Multimedia.

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TOP OF THE POPS MAGAZINE



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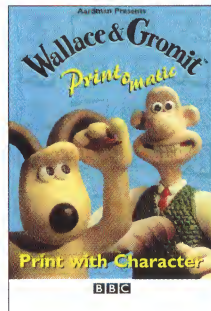
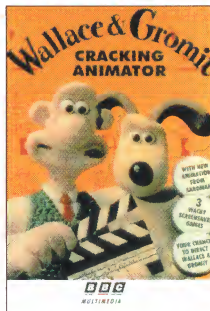
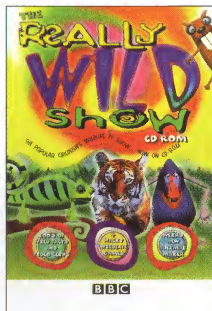
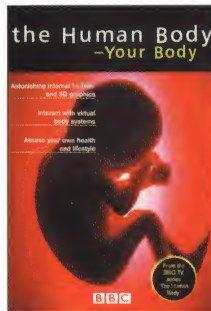
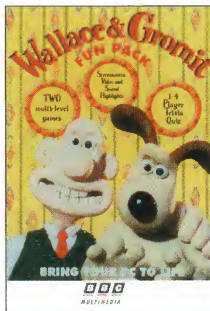
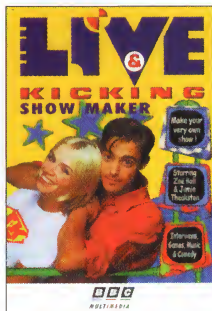


OUT
NOW!

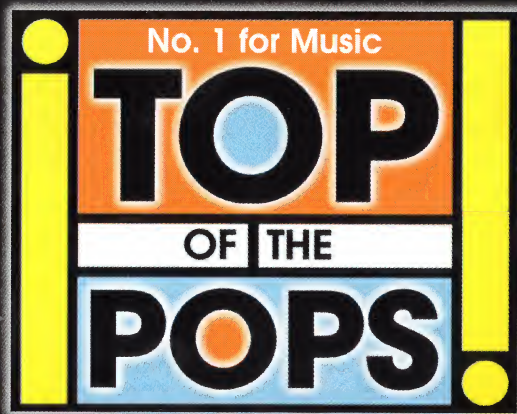
TUNE IN TO



**ON BBC 1 FRIDAYS
AT 7:30PM**



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For mail order please call 01483 204 450 (UK).



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486 ☐ Pentium P60-P100 ☐ Pentium P100-200 ☐ Pentium P200+ ☐

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Room A2030
Woodlands
80 Wood Lane
LONDON
W12 0BR